



The following minutes are a summary of items on the agenda. This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com for a limited time.

The Planning Commission meeting of the Town of Front Royal, Virginia was held on May 15, 2024, at 7:00 PM at the Warren County Government Center.

CALL TO ORDER

Chairman Marshner called the meeting of the Planning Commission to order at 7:00 pm.

ROLL CALL – DETERMINATION OF QUORUM

Present: Connie Marshner, Chairman
Michael Williams, Vice Chairman
Glenn Wood, Commissioner
Brian Matthiae, Commissioner
(Vacancy)

Staff Present: Lauren Kopishke, Planning Director / Zoning Administrator
John Ware, Deputy Zoning Administrator
Amanda Wiseley, Assistant Town Attorney
Connie L. Potter, Executive Assistant, Clerk of the Planning Commission

ADDITION/DELETION OF ITEMS FROM THE AGENDA

There were no additions or deletions to the agenda.

APPROVAL OF MINUTES

- April 17, 2024 – Regular Meeting

Vice Chairman Williams moved, seconded by Commissioner Matthiae to approve the meeting minutes as written.

VOTE: Yes – Wood, Marshner, Matthiae, Williams
No – N/A
Abstain – N/A
Absent – N/A

ROLL CALL



CITIZEN COMMENTS

There were no citizen comments.

CONSENT AGENDA *(Consent to Advertise for public hearing)*

- **2400250 – Rappahannock HC, LLC** – A Rezoning Application requesting an amendment to the zoning map to reclassify 1321 Happy Creek Road, identified by Tax Map 20A21-2-4 from R-S, Suburban Residential District to R-1, Residential District.
- **2400294 – Mark Poe** – A request for a Special Use Permit to allow a short-term rental located at 415 E. Main Street, identified by Tax Map 20A8-8-6. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District.

Commissioner Wood moved, seconded by Commissioner Matthiae to approve the consent agenda.

VOTE: Yes – Marshner, Williams, Wood, Matthiae

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

PUBLID HEARING

- **2400019 – Abode of Liberation** – A request for a Special Use Permit for a lodging house located at 1324 Old Winchester Pike, identified by Tax Map 20A12-4-6. The property is zoned R-3, Residential District.

Mr. Ware explained the Special Use Permit application was for a lodging house at 1324 Old Winchester Pike. On March 25, 2024 the Town Council approved a Rezoning Application from R-1, Residential District to R-3, Residential District. The proposed use is for a nonprofit lodging house offering refuge for adults with different abilities and their caregivers. In the home there are seven (7) bedrooms.

Town Code 175-30 requires a Special Use Permit to operate a lodging house in the R-3 District. Off-street parking is available in the front of the building, a 3-bay garage in the rear of the property with a large area for gravel parking providing an addition ten (10) parking spaces as shown on the survey plat. The Town Code requires one (1) parking space per room and an additional two (2) spaces per employee. Adequate parking is available for this use.



Chairman Marshner opened the public hearing.

The applicant Jenelle Embrey shared that she was the owner of the Abode of Liberation. The lodging house provides a home for individuals with intellectual disabilities. Ms. Embrey has obtained her 501(c)(3) nonprofit status from the IRS.

There were no additional speakers and Chairman Marshner closed the public hearing.

Vice Chairman Williams moved, seconded by Commissioner Wood to recommend approval to Town Council item 2400019 Abode of Liberation a request for a special use permit for a lodging house at 1324 Old Winchester Pike, identified by tax map 20A12-4-6. The property is zoned R-3, Residential District.

Vote: Yes – Marshner, Matthiae, Williams, Wood

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

COMMISSION MEMBER REPORTS

Williams read the following statement into the record:

“I need to address a matter that has come to my attention. It was brought to my attention by caring individuals that I used an inappropriate word at a previous meeting. After having the opportunity to review the video of that meeting I’m embarrassed to admit that I did indeed use an inappropriate word in responding to a specific matter at hand. This was my fault. I accept 100% responsibility for that comment. I certainly never intended for any comment that I make to hurt another person. Nevertheless, I should certainly be more cautious and responsible as an appointed member of this Commission and respective member of the community, which I love, to be more respectful, professional and mature with how I share my thoughts. I sincerely apologize to you my fellow Commissioners, Town Council, and my community. I am indeed an imperfect soul, nevertheless I am responsible for my actions to include what comes out of my mouth and I sincerely thank you for the grace and kindness in which you brought this to my attention. I should be better; I will do better. Thank you.”

Commissioner Wood stated this was his last meeting on the Planning Commission. He expressed that it had been a pleasure serving with his fellow Commissioners and former Chairman Wells who is now an employee of the Town of Front Royal. Commissioner Wood shared that it has been a great opportunity to give back to the community.



Chairman Marshner thanked Commissioner Wood for his service on the Planning Commission and noted that he would be missed.

PLANNING DIRECTOR REPORT

Ms. Kopishke reviewed the April monthly report.

After the Planning Commission and Town Council joint meeting Ms. Kopishke stated that she had spoken with the consultant and staff will be writing the vape shop ordinance and making edits to the short-term rental portion of the ordinance. Staff hopes to have a total draft of the Zoning Ordinance to the Planning Commission by the end of June.

ADJOURNMENT

Vice Chairman Williams moved, seconded by Commissioner Matthiae to adjourn the meeting.

VOTE: Yes – Wood, Matthiae, Williams, Marshner
No – N/A
Abstain – N/A
Absent – N/A

ROLL CALL

The meeting was adjourned at 7:20 p.m.

Approved by Planning Commission

Date: 6/26/2024